

	WORK HOURS/OVERTIME	Operations Order 4.2.01
	PHOENIX POLICE DEPARTMENT	Rev. 05/29/25 PAGE 1

1. WORK HOURS

A. Shift Schedules

(1) 5/8 Shift	- Regular work hours for employees will be five consecutive shifts of eight hours in a seven day calendar workweek. - These five consecutive shifts will be preceded and followed by two non-work days (N-days). - The eight hours per shift will be consecutive and may include any briefing time. Exception: With supervisor approval, employees may work non-consecutive days so long as all shifts fall within a seven-day calendar week.
(2) 4/10 Shift	- Regular work hours for affected employees will be four consecutive shifts of 10 hours in a seven day calendar workweek. - These four consecutive shifts will be preceded and followed by three N-days. - The 10 hours per shift will be consecutive and may include any briefing time. Exception: With supervisor approval, employees may work non-consecutive days so long as all shifts fall within a seven-day calendar week.
(3) 9/80 Shift	- This schedule is only intended for exempt employees - Regular work hours for employees will be a total of nine days in the two-week work period. * One seven day calendar workweek consists of five consecutive shifts of nine hours. * One seven day calendar workweek consists of four consecutive shifts; with three consecutive shifts of nine hours and one shift of eight hours. - All shifts will be consecutive hours and may include briefing time. Exception: With supervisor approval, employees may work non-consecutive days so long as all shifts fall within a seven-day calendar week.

B. Work Hours - Work hours will start and finish at the employee's work site.

- (1) Employees going 10-8/10-7 from an assigned work area [such as motors or canines (K9s)] will submit a memorandum through their chain of command to the work unit commander for authorization.
- (2) Commuting to or from the work site in a City vehicle does not count as part of the work day.

C. Change of N-Days or Work Hours

- (1) If, by reason of transfer, an officer's N-days or work hours are changed, the provisions of this section pertaining to N-days or work hours will not apply.
- (2) At times, the Department may have operational needs that necessitate a change in current work schedules.
 - (a) The Department will give an officer/sergeant a minimum seven day advance written notice when N-days or work hours will be changed.
 - See the appropriate [Memorandum of Understanding \(MOU\)/Memorandum of Agreement \(MOA\)](#) for more details, exceptions, and compensation requirements (premium pay) for not providing the seven day written notice.
 - (b) Civilian employees should refer to the appropriate MOU/ MOA for change of N-day notification requirements.

D. 15-Hour Rule/13-Hour Rule

- (1) Definition - There will be a minimum of 15 hours off between shifts for officers/sergeants working a 5/8 schedule and 13 hours off for officers/sergeants working a 4/10 schedule.



WORK HOURS/OVERTIME

Operations Order

4.2.01

PHOENIX POLICE DEPARTMENT

Rev. 05/29/25

PAGE 2

- 1 D. (2) Compensation - If this is not possible, officers/sergeants will receive overtime compensation at their regular rate of pay for each full hour worked beyond the 15-hour period (13-hour period for employees working a 4/10 schedule).

(3) Waivers

- (a) Officers/sergeants assigned to the following bureaus may sign individual statements waiving the provisions of this section:

- Drug Enforcement Bureau (DEB)
- Community Engagement Bureau (CEB)
- Violent Crimes Bureau (VCB)
- Property Crimes Bureau (PCB)

- (b) Signed waivers will continue in effect per fiscal year.

2. **OVERTIME**

- A. Definition - Overtime is defined as time assigned and worked beyond:

- The regularly scheduled 40-hour workweek.
- The eight-hour work shift or 10-hour work shift for employees on a 4/10 schedule.

B. Compensation for Overtime

(1) General Information

- (a) Overtime worked will be paid out to the employee or given as compensatory time at one and one-half times the employee's regular rate of pay.
- (b) Overtime worked will be compensated and authorized as indicated in this section at a rate established by the appropriate MOUs/MOAs or the City Finance Department.
- (c) Holdover overtime for all authorized Phoenix Law Enforcement Association (PLEA) unit employees, sergeants, and lieutenants will be calculated after the first seven minutes assigned and worked beyond the end of the employee's regularly scheduled shift, calculated to the nearest one-quarter hour.

(2) Compensatory Time

- (a) Employees may request to use overtime as compensatory time.
- This is subject to the approval of their supervisor, based upon considerations of departmental scheduling and operations factors.
- (b) See the appropriate MOU/MOA for the maximum amount of compensatory time that may be accumulated.
- If an employee submits overtime requests in excess of the maximum allowable accumulated hours, they will be paid the difference.
- (c) Civilian Unit 7 employees may be paid for accumulated compensatory time by submitting an overtime request through the Leave and Overtime Tracking System (LOTS) in accordance with established guidelines.
- (d) Sworn employees may be paid for accumulated compensatory time by submitting a request through the City's Human Resource Information System (eCHRIS) under "Employee Leave Payout SS" in accordance with established guidelines.

	WORK HOURS/OVERTIME	Operations Order 4.2.01
	PHOENIX POLICE DEPARTMENT	Rev. 05/29/25 PAGE 3

2. C. Completion of Overtime Requests

- (1) All requests for overtime, whether completed in LOTS, eCHRIS, or on supervisor stand-by forms, will be submitted to the appropriate supervisor within five days of the overtime being worked.
- (2) The supervisor must open each overtime slip to review the date, time, hours requested, OT type, Index Code, authority and notes. Supervisors will ensure all time requested is allowable (i.e. approved type and justified) and place their initials or serial number in the notes section when reviewed.
 - (a) The approving supervisor will review the request within five days of receiving it.
 - (c) If corrections need to be made, the slip will be sent back to the employee for the corrections before being resubmitted.
- (3) If the employee's supervisor will be unavailable for several working days, the request will be submitted to the employee's next higher-ranking supervisor.
- (4) Overtime Requests for City Court
 - (a) Employees **not** placed on stand-by will cite the actual court appearance time to complete the overtime request.
 - Employees will use the City Court Attendance Tracking System to record their sign in and out times.
 - When completing the overtime request, the docket number and the defendant's name will be entered in the "Authority" box.
 - (b) If employees are placed on stand-by they will:
 - Use the subpoena time for the stand-by overtime request.
 - Use actual court appearance time for the court overtime request, if appropriate.
- (5) Overlapping Slips
 - (a) Definition: An overtime slip where the overtime requested includes the employee's normal on-duty work hours, or where a slip contains all or some of the same dates and times as another slip submitted by the employee.
 - (b) The overlapping of overtime slips is not permitted.
 - (c) If a supervisor identifies an overlapping slip, the supervisor will not approve it. The supervisor will discuss the reason with the employee and resolve the issue before approving the slip.
 - (d) If an employee was paid incorrectly for an overlapping slip, Police HR will be notified to assist in resolving the issue.

D. Authorization for Overtime - Overtime will be worked and is allowed when assigned by the Police Chief or designee.

- (1) As a general guideline, overtime is authorized if it is a result of a Department directive or a required task.
- (2) Authorization in excess of 16 **scheduled** work hours within 24 hours, which can be a combination of regular shift and overtime or scheduled overtime only, will not be permitted.

	WORK HOURS/OVERTIME	Operations Order 4.2.01
	PHOENIX POLICE DEPARTMENT	Rev. 05/29/25 PAGE 4

2. D. (2) (a) Work exceeding 20 continuous hours within 24-hours will not be authorized or permitted. This includes both combined regular hours and overtime, or just overtime.
- Additional overtime due to unscheduled events such as investigation call-out, radio holdover, and mandatory holdover is permitted with the authorization of a supervisor.
 - This does not include off-duty work or Department mobilization.
- (3) Employees are required to have at least one period of 24 consecutive hours free from scheduled on-duty work per week.
- This only applies to scheduled hours and not unplanned events such as call-out, radio holdover, mandatory holdover, court appearances, or Department mobilization.
 - Employees are permitted to be on stand-by time and subject to call-out during this period.
- (4) Exceptions to the authorization for overtime may be granted by the affected division chief due to operational needs.
- (5) Procedures:

(a) Holdover Time	• Overtime is authorized if it is a result of a Department directive or a required task. • Overtime is not authorized if it is a result of a voluntary/optional task.
(b) Court Overtime	• Employees or reserve officers will be entitled to a minimum of three (3) hours overtime compensation for any court appearance required during off duty hours. • Employees will be required to call ahead of time and verify the necessity of their court appearance. • Employees who appear for a court appearance that has been canceled and have failed to call for verification will not be granted overtime for their appearance.
(c) Work-Related Phone Calls	• Employees will be paid at time and one-half their regular rate of pay in the following circumstances: * When they are contacted by phone by their supervisor because of their official duties, for purposes other than call-out * When a supervisor approves employees making or receiving a work-related phone call • Employees will be paid for a minimum of 15 minutes when any combination of calls equals seven minutes or more. • If calls extend past this minimum, overtime will be calculated to the nearest one-quarter hour. • Employees will not receive overtime for additional duty-related calls received during this compensation period.
(d) Off Duty	Voluntary/optional off duty activities, such as on-view (OV) activities that require immediate response to prevent serious injury, loss of life or property, or assistance at the scene of a potentially hazardous serious accident or crime, are authorized. <u>Off-Duty Work</u> • While working off-duty in a police capacity, officers will not normally be entitled to overtime compensation for taking action on or off the off-duty employer's premises unless the duty commander or a bureau/precinct commander authorizes the placement of an off-duty officer to on duty status. • Officers will not be entitled to concurrent compensation from the off-duty employer while on on-duty status.
(e) Physical Fitness/Agility Testing	• Overtime is authorized for a physical fitness/agility test when such a test is required for assignment to a specialty position. • This is the <u>only</u> part of the transfer-qualifying process for which overtime is approved.

(continued on next page)



WORK HOURS/OVERTIME

Operations Order
4.2.01

PHOENIX POLICE DEPARTMENT

Rev. 05/29/25

PAGE 5

2. D. (5) Procedures: (Continued)

(f) Medical Treatment	- When a medical evaluation by the City physician for return to work cannot be completed while on duty, lieutenants, sergeants, and officers will be compensated at a minimum of one hour at time and one-half. - No unit member will be compensated for other than the supervisor-directed evaluation by the City physician for return to work.
(g) Call-Out	- Any time officers are called back after leaving City facilities at a time other than their regularly assigned shift, officers will receive a minimum of three (3) hours pay at one and one-half times the officer's base pay calculated to the nearest quarter-hour, except that the officer will not be eligible for additional compensation during the three-hour period. * Compensation to officers called out at times other than their regularly scheduled shift will begin at the time the officer is notified. * The compensation will continue up to 30 minutes beyond the completion of the duties for which the officer was called or until the officer returns to their residence, whichever is first. * Where applicable, travel time will be paid only if the total work and allowed travel time exceed the minimum call-out guarantee. * Travel time will not apply when an officer is working planned overtime. - Officers beginning an overtime period within three hours or less prior to the regularly scheduled duty reporting time will be compensated from the time the overtime period begins to the time they are scheduled to report for duty, except that an officer will not be eligible for additional compensation during that period. <u>Call-Out Due to Officer Negligence</u> - Officers called back because of their own negligence will be paid in accordance with section 2.B.(1); however, they will not be eligible for the three-hour guaranteed minimum outlined in this order. - If a claim of negligence is disputed, it may become subject to the grievance procedure.

E. Three-Hour Rule (Sworn Personnel)

- Sworn employees will be paid a minimum of three hours overtime for overtime worked on the employee's day off.
 - See the appropriate MOU/MOA for additional details.
- In cases where the three-hour rule is exceeded by actual time spent, the actual time spent will be allowed.

F. Overtime While on Paid Leave Status

- Employees may, in some cases, receive overtime for court and other assignments beyond the control of the Department while on paid leave status.
- Overtime pay **will not** be granted while:
 - On sick leave and the overtime assignment occurs during the employee's regularly scheduled work hours.
 - On industrial leave.

	WORK HOURS/OVERTIME	Operations Order 4.2.01
	PHOENIX POLICE DEPARTMENT	Rev. 05/29/25 PAGE 6

2. F. (3) Granting of overtime should be avoided if an employee is on paid leave status.
 - If it appears an exception should be permitted, the exception will be documented and approved by the appropriate division chief.
 - For information on City business leave, see [Operations Order 4.9.00, Department Training](#), and [Administrative Regulation \(AR\) 3.41, Business, Conference, and Training Travel, and Related Expenses](#).

3. **STAND-BY**

A. Department Stand-by

- (1) Stand-by Assignments - Stand-by assignments will be maintained in, but not limited to:
 - Vehicular Crimes Unit (VCU)
 - Bomb Squad
 - Canine Unit
 - Drug Recognition Experts (DREs)
 - Specialty Vehicle Unit
 - Special Assignments Unit (SAU)
 - Special Investigations Detail (SID)
 - Sex Crimes Unit
 - Homicide Unit
 - Assaults Unit
 - Critical Incident Stress Debriefing Team
 - Financial Crimes Detail
 - Domestic Violence Unit
- (2) Compensation - When an employee is required and assigned to be available for immediate emergency call-out at times when the employee is not otherwise on duty, and the employee complies with Department regulations, the employee will be compensated in accordance with the appropriate MOU/MOA.
- (3) When assigned, the employee will be available by portable radio (if issued) or other type of communication.

B. Court Stand-by

- (1) When officers or reserve officers receive a subpoena or other notice requiring them to stand-by to appear in court to testify concerning the performance of their official duties at a time other than their regularly schedule tour of duty, and they were not notified 12 hours or more in advance of the court appearance that they need not stand-by, they are entitled to the following:
 - (a) Two hours of pay at one and one-half times their base hourly rate of pay for court dockets scheduled before 12 p.m.
 - If they are required to remain on stand-by after 12 p.m., they will receive an additional one hour of pay at one and one-half times their base hourly rate of pay.
 - (b) An additional two hours of pay at one and one-half times their base hourly rate of pay for court dockets scheduled after 12 p.m.
- (2) Employees will receive compensation only when they comply with notification procedures contained in [Operations Order 4.7.01, Court Appearances](#).
- (3) Unit III employees will be compensated for court stand-by in accordance with their current MOU.
- (4) Expiration of Stand-by
 - (a) The stand-by period will end at the time officers receive notification they are no longer required to stand-by.
 - If officers are not notified, the stand-by period will automatically end at 5 p.m.



WORK HOURS/OVERTIME

Operations Order

4.2.01

PHOENIX POLICE DEPARTMENT

Rev. 05/29/25

PAGE 7

- 3 B. (4) (b) If call-out occurs before the expiration of two hours of stand-by, then stand-by status will continue until either the expiration of two hours of stand-by or the officer arrives at the work location.
- (c) Call-out and stand-by pay will not be permitted to overlap, resulting in the compounding of compensation.
- (5) Non-Court Stand-by
- (a) Supervisors may authorize non-court stand-by for less than 24 hour periods ending at 6 a.m., or for consecutive 24-hour periods from 6:01 a.m. to 6 a.m. the following day.
- The exact non-court stand-by times will be reflected on the overtime slip.
 - All non-court stand-by ends each day at 6 a.m.
 - Non-court stand-by will begin at the end of one's normal shift hours.
- (b) Non-court stand-by is not paid in hourly increments as court stand-by but paid as one unit of non-court stand-by within a 24-hour period.
- (6) Employees Scheduled for Leave
- (a) Employees who scheduled a leave 30 calendar days in advance through their immediate supervisor in accordance with Department policy, and who subsequently are placed on court stand-by or are required to appear in court will, by their choice, receive overtime pay in addition to the leave day.
- (b) Employees who scheduled a leave day but failed to do so within 30 calendar days in advance and who are placed on stand-by or called to court, will receive overtime pay; however, the number of leave hours taken will be reduced by the number of overtime hours paid.
- Court stand-by hours do not apply to this provision.
5. MEAL PERIODS AND BREAKS
- Sworn and civilian employees should refer to the appropriate MOU/MOA for guidelines.
6. ABSENT WITH RELIEF (AWR) PROGRAM - Bureau/precinct commanders/administrators may restrict this policy as necessary to ensure work efficiency.
- A. Employees may be granted the opportunity to exchange shifts up to a maximum of 10 shifts per year.
- Participation in the program is voluntary.
 - An AWR will only involve two employees; three-way switches will not be approved.
- B. All AWRs are subject to the approval of the commander/administrator or his/her designee and will be in accordance with this policy.
- C. AWRs are a privilege designed to allow employees time off without the use of established personal time banks.
- The employee's time sheets will not reflect the change/addition of hours.
- D. An employee's AWR privilege may be suspended, revoked, or denied at any time by their commander/administrator for good cause.
- Failure to provide relief may result in the loss of the employee's AWR privileges.
- E. Employees must have "Met" for overall performance expectations on their last performance evaluation in order to participate in the program.

	WORK HOURS/OVERTIME	Operations Order 4.2.01
	PHOENIX POLICE DEPARTMENT	Rev. 05/29/25 PAGE 8

6. F. Probationary year employees will only be eligible to participate in the program after they have received a "Met" for overall performance expectations on their six-month Performance Management Guide (PMG).
- G. Employees will not work a regular shift and a relief shift back to back, such as 16 or 20 consecutive work hours.
 - Partial relief shifts and regular work shifts may be worked consecutively with commander/administrator approval.
- H. If an employee trades for a shift that has different hours, the employee will not collect shift differential: for example, the employee normally works first shift and they trade to work second shift.
- I. The AWR program may be used on a City holiday; however, employees will ensure the trade does not interfere with required staffing needs.
 - See the appropriate MOU/MOA for details regarding holiday pay.
 - The employee actually working the shift does not collect "double" holiday pay.
- J. While the employee is covering a shift for another employee, the covering employee will receive full industrial insurance coverage.
- K. If the employee received overtime during the traded shift they must select "Other" on the overtime request indicating AWR and request pay for the actual overtime hours worked (employees cannot select any of the holdover boxes because they are working on an N-Day).
- L. When disputes arise out of the use of the AWR policy, every attempt will be made to resolve the dispute through the chain of command.
 - The commander/administrator will be the final authority in such disputes.
- M. Procedures for Requesting AWR
 - (1) It is the responsibility of the employee requesting an AWR to ensure the [Absent With Relief \(AWR\) Worksheet Form 80-37D](#) is properly completed, including the section that is completed by the employee who has agreed to provide the relief.
 - (2) The completed AWR Worksheet will be submitted to the supervisor of the employee requesting the relief at least seven days before the requested date of the AWR.
 - (3) The requesting employee's supervisor will ensure both parties are in agreement and the form is complete.
 - (4) If the form is correct, the employee's supervisor will forward the form to the second level supervisor for final approval five days before the scheduled date of the AWR.
 - (5) This time may be waived by the second level supervisor in cases of emergency, but the AWR Form must be completed prior to approval.
 - (6) When the employee agreeing to work the shift signs the AWR Worksheet, they assume full responsibility for that shift and if for any reason the employee is unable to work the shift, it is their responsibility to find someone qualified to work in their place.
 - This is the only time a three-way trade will be approved and is **only** permitted in extreme circumstances, such as illness or emergency.



WORK HOURS/OVERTIME

Operations Order

4.2.01

PHOENIX POLICE DEPARTMENT

Rev. 05/29/25

PAGE 9

6. M. (7) If the employee who is to provide relief is on unpaid leave or is no longer employed by the Department, responsibility for the shift returns to the person who requested the AWR and the employee's chain of command must be notified in such a situation.
- (8) If the employee who is to provide the relief fails to do so for any reason and additionally fails to find a replacement, the employee that originally requested the AWR will be required to submit leave time (vacation, personal, or compensatory) for the appropriate number of hours.
- (9) It is the employee's responsibility to ensure **all** shift trades are paid back within 28 calendar days of the initial shift being traded.
- This exchange is between the two employees who have signed the AWR Worksheet and all exchanges must be mutually settled by the involved employees.
 - Supervisors will not be responsible for assigning the exchange date.
 - Employees are not permitted to pay the relieving employee instead of working the traded shift.
- (10) If an employee working an eight-hour shift exchanges an AWR with an employee working a 10-hour shift, the exchange will only involve eight hours.
- The employee normally working 10 hours will submit a two-hour leave slip (vacation, personal leave, or compensatory time) for the day they are off.
 - The eight-hour employee will not work the extra two hours unless they are held over at the direction of a Department supervisor, at which time hold-over overtime would apply.
- (11) Employees participating in the AWR program must be assigned to the same precinct, bureau or unit, and have same job classification/rank.
- (12) Partial Shift AWR
- Partial shift AWRs are subject to the same guidelines as a full eight- or 10-hour shift AWR, **without** exception.
 - Partial shifts **must be** a minimum of four hours for an eight-hour shift or five hours for a 10-hour shift.

N. Supervisor Responsibilities

- (1) It is the responsibility of the supervisor of an employee requesting the AWR to ensure the form is completed and submitted to the second level supervisor in the appropriate time frame.
- (2) Upon approval, the supervisor will then log the pertinent information in the AWR Log Book, which will be maintained at a location determined by the precinct/bureau commander/administrator.
- (3) The requesting employee's supervisor will ensure all trades are paid back within the required 28-day period.

Last Organizational Review: